

Paging Technical Committee

Operating Procedures

1. Committee Membership

- 1.1 Participating in the Paging Technical Committee and its subcommittees is open to all paging industry professionals.
- 1.2 Each participating company shall designate a Primary Contact, who shall be the principle point of contact for Committee matters.
 - 1.2.1 The Primary Contact shall receive full mailings of all Committee (and subcommittee) notices, minutes, draft documents and reports.
 - 1.2.2 The Primary Contact may (if he so desires) designate one individual within their company for each subcommittee. Such designees will receive minutes and full texts of all draft documents and reports for their particular subcommittee.
 - 1.2.3 The Primary Contact (or, his/her designated proxy) shall cast votes on behalf of that company in all matters, which come to a vote before the Committee, provided that company has remained eligible.
 - 1.2.4 Companies shall endeavor to contact the PTC Chairman on a timely basis of any changes in their Primary Contact and Active Participants to avoid costly, duplicative mailings of Committee and subcommittee materials.
- 1.3 Participating companies may designate additional Active Participants in the Committee and its subcommittees.
 - 1.3.1 Active Participants shall receive copies of meeting notices for meetings of all Committees and subcommittees.
 - 1.3.2 Active Participants shall receive copies of minutes for each Committee/subcommittee for which they have expressed an interest.
 - 1.3.3 Active Participants shall receive regular indexes of available documents (which have been distributed to their company's Primary Contact). Copies of full texts shall be available from AAPC, upon request.

2. Governance

- 2.1 The Paging Technical Committee shall be presided over by a Chairman and Vice Chairman, who shall be elected by the PTC membership.
 - 2.1.1 The Chairman shall come from the carrier community.
 - 2.1.2 The Vice-Chairman shall come from the manufacturing community.
 - 2.1.3 The terms for the Chairman and Vice-Chairman shall be one (1) year.

- 2.1.4 The Chairman shall be responsible for organizing the face-to-face meetings of the full Committee.
- 2.1.5 The Vice-Chairman shall serve as the Chair for the Steering Committee (see section 4) and assume duties as requested by the Chairman.
- 2.2 The Paging Technical Committee shall select the Chairs for the active subcommittees. The Chairs for the subcommittees shall be responsible for ensuring the work products are produced and schedules of the subcommittee are met.

3. Voting

- 3.1 Whether cast in person at a meeting (in writing or by voice vote) or by letter ballot, each company shall have a single vote in Committee matters, said vote to be cast by the Primary Contact or his/her designated proxy.
 - 3.1.1 If two or more entities are under common ownership or control, only their parent company shall be eligible for voting membership on the Committee. Notwithstanding this requirement, a subsidiary or division may exercise their parent company's proxy, if they have been so authorized by the parent company.
 - 3.1.2 Whether in mail ballot or by voice vote, a positive approval of two-thirds (2/3rds) of those voting shall constitute approval of a proposed document, protocol, standard or other work product.
 - 3.1.3 Notwithstanding this two-thirds (2/3rds)-majority basis, every effort will be made to reach a substantial consensus in all actions by the Committee.
 - 3.1.4 Only companies that are currently eligible to vote will be counted when determining a 2/3 majority. If a company has not participated in at least 2 of the last 3 face-to-face meetings they are not eligible to vote and will not be counted.
- 3.2 Committee members must receive meeting notification at least 30 days prior to any Committee meeting at which vote may occur, unless, due to the nature of the issue, a shorter notice period is deemed necessary and is approved by the Steering Committee.
- 3.3 A quorum of the Committee must be present for all votes conducted at a meeting.
 - 3.3.1 The presence (in person or by proxy) of representatives of fifty-one percent (51%) of the recognized Committee members that are currently eligible shall constitute a quorum.
 - 3.3.1.1 A recognized Committee member is a paging/wireless data professional or company that has: 1) formally requested to participate in the Paging Technical Committee; and 2) has attended (or been represented by designated proxy at) at least two (2) of the three (3) prior Committee meetings.

- 3.3.2 If a quorum is not present, no final action may be taken, but material for letter ballot action by the Committee may be formulated.
- 3.4 The period of voting on Committee letter ballots shall be fifteen (15) days from the days from the date of issuance, unless otherwise noted on the ballot, with the approval of the steering Committee.
 - 3.4.1 A vote by letter ballot is considered valid when ballots have been returned by at least two-thirds (2/3rds) of the recognized Committee members.
 - 3.4.2 If the tallied vote on a balloted issue does not reach at least a two-thirds (2/3rds) majority opinion and/or at least two-thirds (2/3rds) of the recognized Committee members do not return ballots, the matter shall be carried over as an agenda item for the next Committee meeting.

4. Steering Committee

- 4.1 In order to facilitate the business of the Committee and its subcommittees, a steering Committee shall be formed, consisting of the Chairman and Vice Chairman of the Paging Technical Committee, the chairman of each subcommittee and one elected individual from the PTC at-large whose company is not already represented on the Steering Committee.
- 4.2 The Vice-Chairman of the PTC shall be the chair of the Steering Committee.
- 4.3 The Steering Committee shall meet no less than once between each meeting of the Paging Technical Committee in order to establish a proposed agenda for the next Committee meeting, assign projects to existing subcommittees, create additional task groups or subcommittees, and conduct such other business as will ensure the prompt and efficient conduct of the Paging Technical Committee's meetings.
- 4.4 The decisions and proposals of the Steering Committee shall be subject to ratification by vote of the full Committee.
- 4.5 The Steering Committee shall conduct its meetings, primarily, by means of telephone conference call.
- 4.6 The Steering Committee shall create a preliminary agenda for any face-to-face meetings and shall distribute the agenda either via email or web posting at least 15 days prior to any meeting.

5. Pre-Meeting Mailing

- 5.1 Not later than 15 days prior to any meeting of the Paging Technical Committee, an agenda and full text of any document to be discussed at the meeting shall be distributed to each participating recognized Committee member's Primary Contact.
- 5.2 Copies of the full text of any document to be discussed by a subcommittee shall also be distributed to the individuals responsible to the subcommittee in which a document is being considered, delegated pursuant to item 1.2.2 above.

- 5.3 Full texts of all documents to be discussed will be available, upon request, to other parties.

6. Meeting Calendar

- 6.1 The Paging Technical Committee shall meet at least two (2) times in a calendar year.
 - 6.1.1 Time and space shall be available for meetings of each subcommittee, which has business to conduct during the Paging Technical Committee's meetings.
 - 6.1.2 Subcommittees shall meet between full Committee meetings as their individual workplans warrants.

7. Support of Committee Activities

- 7.1 Expenses associated with participation on the Committee and its subtending work groups shall be borne by the individual participant.
- 7.2 Recognizing that the cost of participants could present a barrier to involvement of particularly small companies, the conduct of all Committee and subcommittee activities shall be planned in a manner, which minimizes the burden of participation to individual companies.
 - 7.2.1 The meeting location shall rotate between locations that can best accommodate the majority of the participants.
 - 7.2.2 Individual companies shall be encouraged to host meetings of the Committee and its subtending work groups.
 - 7.2.3 The use of web-based groups shall be encouraged to distribute works in progress and meeting minutes.

8. Patent Policy

- 8.1 While it is the objective of the Committee to encourage the development of open industry standards which are freely available and in the public domain, there is no objective, in principle, to drafting protocols that may require the use of a patented item, if it is considered that technical reasons justify this approach.
- 8.2 Where a Committee-authored protocol may require the use of a patented invention, however, the following policies and procedures will apply:
 - 8.2.1 If any Committee participant holds, anticipates holding, or believes that they may hold intellectual property rights to any invention, the use of which may be required for compliance with the proposed Committee protocol, that person is obligated to:
 - 8.2.1.1 Notify the Committee of this at the earliest possible date;

8.2.1.2 Provide written assurance that either: 1) a license shall be made available with compensation to all applicants desiring to utilize the license for the purposes of implementing the standard; or 2) a license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

And

8.2.1.3 Provide a point-of-contact for persons who desire information on the terms and conditions of any such licenses.

8.2.2 The final copy of all Committee approved protocols shall include:

8.2.2.1 A general disclaimer to the effect that all participants in the drafting of the protocol, unless specifically identified pursuant to section 8.2.2.3 below, do not hold and do not anticipate holding any rights to inventions, the use of which would be required for implementation of the protocol;

8.2.2.2 A list of companies participating in the drafting and approval of the protocol;

8.2.2.3 A list of companies and points-of-contact within those companies who have asserted a patent claim and have provided the assurances set forth in section 8.2.1 above;

8.2.2.4 In such claims have been made, a notice worded as follows:

NOTE: The users attention is called to the possibility that implementation of this protocol may require use of an invention covered by patent rights. By publication of this protocol, no position is taken as to validity of this claim or any patent rights in connection therewith. The following patent holders, however, have filed a statement of willingness to grant a license under these rights without compensation or on a reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained directly from the patent holder(s).

And

8.2.2.5 A statement to the effect that the PTC shall not be responsible for identifying all patents for which a license may be required by the protocol or for conducting inquiries into the legal validity or scope of the patents that are brought to its attention.

8.2.3 Individual Committee members shall be responsible for ensuring that any contributions they make to the Committee's drafting efforts do not include the unauthorized use of any patented invention.

ADOPTED: May 19, 1992

AMENDED: August 18, 1992

AMENDED: January 27, 1994 (Association Name Change)

Amended: January 2000

AMENDED: February 2003

Amended: April 1, 2005 (reduce number of face-to-face meetings from 3 per year to 2 per year)